
Indiana Housing Finance Authority
CHDO Works, Subrecipient Agreement & CDBG Planning Study
Implementation Manual

Chapter Summary

- Chapter 1 *Introduction***
This chapter introduces the Implementation Manual. The procedures documented in this manual are required by HOME regulations, CDBG regulations, related federal regulations, Indiana State Board of Accounts and IHFA.
- Chapter 2 *Policy Requirements***
This chapter provides guidance on the IHFA Suspension Policy, Lease Language, and Administrator Procurement.
- Chapter 3 *Conflict of Interest Prohibition***
This chapter provides guidance to recipients when conflicts of interest arise. This is a process required by IHFA for all possible conflicts of interest.
- Chapter 4 *Procurement Procedures***
This chapter outlines requirements, which must be followed when procuring all materials, supplies, equipment or professional services.
- Chapter 5 *Drawing Funds***
The purpose of this chapter is to outline procedures for requesting payment of HOME and CDBG funds from IHFA and to provide instructions on the various financial forms and ledgers required to be submitted and maintained by all IHFA recipients.
- Chapter 6 *Modification Procedures***
This chapter outlines the necessary steps for recipients to request a modification from IHFA. This may include change of award expiration date or reallocation of funds budgeted between approved line items.
- Chapter 7 *Close-out Procedures***
When you are ready to draw the final funds remaining in an award, there are close-out documents that are required to be submitted with that final draw. This chapter contains the paperwork and instructions for completing the close-out documents.
- Chapter 8 *Program Monitoring and Audit***
This chapter provides a listing of what recipients can expect at a close-out monitoring. Also included is a recommended checklist for a recipient to self-monitor its program and award administrator and/or subrecipient.